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CARIBBEAN DEVELOPMENT AND CO-OPERATION COMMITTEE

Julia C. 425

REPORT OF REGIONAL WORKSHOP
ON METHODOLOGY FOR INVENTORY
OF DEVELOPMENT INFORMATION UNITS

Bridgetown, Barbados
19 - 23 October 1981



Convened by the Caribbean Development and Co-operation Committee Secretariat (CDCC), U.N. Economic Commission for Latin America, Sub-regional Office for the Caribbean, under the sponsorship of Barbados Ministry of Information and Culture and the International Development Research Centre (IDRC).



UNITED NATIONS
ECONOMIC COMMISSION FOR LATIN AMERICA Office for the Caribbean

I. BACKGROUND

1. The Regional Workshop on Methodology for an Inventory of Development Information Units was organized by the secretariat as part of the activities of CARISPLAN - Phase II. One of the preliminary steps in the design of the Caribbean Information System was a survey of development information resources in a sample number of Caribbean countries. The survey was initiated by the Latin American Centre for Economic and Social Documentation (CEPAL/CLADES) and was conceived as an instrument to catalyze and promote improvement in library and information services for development.

2. Since most CDCC member states are presently undertaking measures to develop the National Information System, knowledge of existing library and information resources is a pre-requisite for the promotion and integration of the System.

3. The workshop was designed to:

- (a) transfer the techniques and methodologies required for the design and operation of data bases about information units, with emphasis on information analysis and information processing methods;
- (b) examine the results of the CLADES' Inventory of Information Units in the Caribbean (which involved Trinidad and Tobago, Barbados, Jamaica, and the Dominican Republic) as basis for wider application;
- (c) help the participants in the design of work programmes required to undertake similar surveys in their own countries under the framework of a unique Caribbean data base of information units.

II. ORGANIZATION OF THE WORKSHOP

4. The Workshop, which ran concurrently with the Second Meeting of the CARICOM Regional Bibliography, was hosted by the Government of Barbados and was held at the Dover Convention Centre, Barbados from October 19 - 23, 1981.

ATTENDANCE

5. Participants from the following Caribbean countries attended the Workshop: Antigua, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana, Jamaica, Montserrat, Netherlands Antilles, St. Lucia, St. Vincent, Suriname, and Trinidad and Tobago. The Caribbean Community Secretariat (CARICOM) and the Caribbean Development Bank were also represented. A complete list of participants is attached as Annex I.

JOINT OPENING SESSION

6. This session was chaired by Ms. Betty Carillo, Librarian of the Barbados Public Library who welcomed participants and introduced the Chairman of NACOLADS (Barbados) Ms. Nancy St. John, the President of the Barbados Library Association, Mrs. Maxine Williams, the ECLA Representative and Project Co-ordinator of the Caribbean Information System, Mrs. Wilma Primus, the Chief of the CARICOM Secretariat's Information and Documentation Section, Ms. Carol Collins, and the main speaker, Mr. Chesterfield Thompson, Permanent Secretary of the Ministry of Information and Culture.

7. Mrs. Primus described ECLA's role in promoting Caribbean co-operation and the mechanisms which the Caribbean Documentation Centre had established in support of Caribbean development and co-operation activities. She perceived a Caribbean Data Base of Development Information Units as another co-operation mechanism and proceeded to explain the background and objectives of the Workshop and to outline the programme and procedures to be adopted during the working sessions.

8. Mrs. Collins, on behalf of the CARICOM Secretariat, thanked the Government of Barbados for having hosted the Meeting. She explained that the CARICOM Bibliography meeting was being held to clarify problems in the compilation of the Bibliography, and to determine its future direction.

9. Both Mrs. Primus and Mrs. Collins indicated that the CARICOM Secretariat, and the ECLA Sub-regional Office for the Caribbean were working co-operatively for the development of information services and systems within the region.

10. Mr. Thompson who represented the Minister of the Information praised the co-operative effort demonstrated by the two organizations and described the development of the CARICOM Bibliography and its relationship with

national information development. He saw ECLA's activity in the development of a regional information system, closely related to national information systems, as being vital to the acquisition of regional information and its subsequent utilization in regional development.

WORKING SESSIONS

11. Working sessions were divided into:

- (1) presentation of problems, technical material or data;
- (2) working groups' discussion of the presentation with a view to finding solutions to specific problems;
- (3) presentation of the solutions or positions of each group, and
- (4) summary and conclusion of each topic.

12. The presentations were made by resource personnel of the Caribbean Documentation Centre (CDC), ECLA's Statistical Data Bank, and the Latin American Centre for Economic and Social Documentation (CLADES). Summaries of the working groups' presentation were prepared and distributed to the participants.

13. The Programme is attached as Annex 2.

SESSION I

The Role of surveys of Information

Units in the planning of

Information Infrastructure

Presentation

14. The paper considered the planning of information infrastructure of development information units in the economic and social fields. It therefore identified elements of national information infrastructure and described the uses of survey findings as indicators of areas of strengths and weaknesses in the information infrastructure. The dynamism of information systems was also acknowledged and the consequent updatings of surveys emphasized.

15. A definition of sections of a questionnaire was given and these sections justified.

16. In concluding, the paper described a possible information super-structure - a national system composed of specialized units fulfilling roles of acquisition and dissemination of designated areas of information.

Discussion

17. As guidelines for the discussion, the Groups considered the following questions:

- (1) What would be your definition of an information unit, especially in the context of your country?
- (2) For what purpose would you implement a survey of information units in your country? Identify the main considerations behind your survey and the kind of output that you would wish to achieve.
- (3) How would you link in your country the survey of development information units with studies of user information needs as expressed in a relevant study?

and arrived at the following conclusions:

Definition of Information Unit

18. Initially the three groups examined the various definitions of an information unit and concluded that in the context of their countries the term should include all types of libraries (at all levels and specializations), archives, and data banks, as well as resources which might not be organized.

19. The survey would therefore include all these collections.

Purpose of Survey

20. The survey would be carried out to identify resources, procedures and services which can be used in development of a co-ordinated national information system.

Main Considerations behind the Survey and kind of output expected

21. The output would present a comprehensive list of information units showing their capabilities for responding to national and regional needs.
22. It would also identify the libraries capable of undertaking special responsibilities within the national system, especially the ability to undertake dissemination, and the sectors which might be able to undertake special responsibilities.
23. Since an important consideration would be the resources for implementing the plan, it was suggested that the surveys be done in stages in relation to a phased plan of development of the national information system.
24. A general and important consideration was to strike a balance between qualitative and quantitative aspects of the survey which would be an added dimension which could help in assessing the value rather than only the quantity of the resources studied.

Linking of survey with expressed studies of users needs

25. It was agreed that the system must be responsive to the needs of users as expressed.
26. A need to establish efficient channels of communication was identified, along with repackaging of information and timeliness of presentation.
27. An element of public relations was also considered necessary for providing a link between the system and the users.

SESSION II

Conceptual Design of Survey Research: Indicators

Presentation

28. The ~~presentation~~ ^{information & activities} was divided into two parts. The first part explained the conceptual schemes utilized by the CLADES regional survey. The formulation of working hypothesis on the basis of a preliminary on the basis of a preliminary visit to information units existing in Latin America and Caribbean countries was then described.

29. The scheme was displayed and its various components were revised. The five aspects/problems that constituted the scheme were: environmental aspects (creation, geographic location and development mission of the information units, the unit's services); the resources (collection, human, physical and financial); the unit's management and the image or status of the information function.

30. Finally, the descriptive and organizational role of environmental variables was highlighted.

31. The second part of the presentations consisted of the treatment of two important conceptual procedures required for designing the questionnaire.

- (i) the identification of variables and indicators
- (ii) the formulation of questions to be included in the questionnaire.

After discussing the meaning of the terms "variables" and "indicators", some examples were presented. One criterion for selecting the variables was highlighted, and that concerns the need to anticipate the use and impact on decision-making of the information conveyed by each variable.

Exercise/Results

33.

Question Formulation

Indicator

Question

No. of book loans/week

1. Indicate the number of books made accessible to users.

Give an average figure considering the latest 6 months.

2. On the average during the last 6 months you could estimate the number of books made accessible to users per week as being:

0-50

51-100

101-150

151-200

more than 200

3. Indicate the proportion of books lent (to take home) in relation to the total number of books made accessible to users per week.

%

34. First Part: Individual Exercise (10 minutes)

1. Identify two aspects/problems of the information infrastructure situation in your country that will be important to describe or evaluate and which might require a survey.
2. Who will utilize, and with what purpose, the information generated by the above-mentioned survey.
3. What variables can usefully be identified in order to describe the selected aspects/problems.

Second Part: Collective Exercise

1. The results of the above exercise are communicated to and discussed with the rest of the group.
2. A list of suggested variables is compiled and two are selected according to their importance as perceived by the majority of the groups.
3. For the two selected variables, two indicators that can usefully represent or estimate the variables are identified.
4. For each indicator two alternative questions are formulated.
5. The problems encountered in carrying out the exercise are discussed.

35. As a result of the individual exercise, the groups identified aspects or problems which might require a survey; selected variables and appropriate indicators, and formulated questions. They were:

<u>PHENOMENON</u>	<u>VARIABLES</u>	<u>INDICATORS</u>
(a) MANPOWER RESOURCES	Quality	No. of qualified persons No. of para- professionals (with definition)

-
- QUESTIONS:
1. Indicate the number of qualified persons employed in your organization. ☐
 2. Indicate the number of qualified persons at each level.
☐ Librarian I ☐ Librarian II
☐ Librarian III
 3. Indicate the number of para-professionals employed in your organization. ☐
 4. Indicate the type of training which they might have had.
☐ Inservice training ☐ College courses

(b) INFORMATION RESOURCES	Quality	Main subject areas covered No. of requests which have satisfied users in the past 12 months.
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-
- QUESTIONS:
1. Indicate the subject areas covered in your information unit.
☐ Agriculture ☐ Law ☐ Medicine
 2. Indicate the percentage of your holdings which were published before 1970. ☐

PHENOMENON

VARIABLES

INDICATORS

(c) CIRCULATION

Quantity

No. of items
circulated by
subject category
during 1980

Quality

QUESTIONS: 1. Indicate the number of items circulated during 1980 according to the following subject categories.

☐ Agriculture ☐ Medicine ☐ Law

2. Indicate the number of queries that you got last month.

☐

3. Indicate the number of users whose information requirements were satisfied by the unit last month. ☐

(d) USERS INFORMATION
NEEDS

Language

Ability to understand written or spoken language

Number of items by subject category

QUESTIONS: 1. Indicate the languages in which you would like to receive information.

☐ Spanish ☐ French ☐ German

2. Indicate number of titles supplied by subject in the last 12 months. ☐

(e) MANPOWER
RESOURCES

Conditions
of Service

Salary

Vacation

Entitlement

Housing

Allowances

Insurance

Pension

- QUESTIONS: 1. Indicate the salary at the level of entry to the professional grade.
2. Indicate the qualification required to fill a post of information specialist in your institution.

<u>PHENOMENON</u>	<u>VARIABLES</u>	<u>INDICATORS</u>
(f) COLLECTIONS	Size	Number of monographs Number of periodical titles Number of Microforms Reports (research findings)

- QUESTIONS: 1. Indicate the number of volumes of the monograph collection.
2. Indicate the growth in the number of titles added to the periodicals collection in the last 12 months.

SESSION III

CLADES Survey results:

the Development Information Infrastructure

- the Caribbean

Presentation

36. The presentation was based on the results of the survey of development information units in the Caribbean, which was conducted by CLADES between 1976 and 1977. The survey had covered Barbados, the Dominican Republic, Jamaica, Puerto Rico, and Trinidad and Tobago, and had collected information on:

- the location of units and variables considered relevant;
- resources;
- management;
- status (of information professionals).

37. Detailed results were provided for each country as well as a graph showing the positions of these units in relation to the "minimum thresholds" defined.

38. The impact of the survey results on decision-making was also considered and this was analysed in relation to the method by which the survey results were repackaged and conveyed to the decision-makers.

39. Exercise/Results

CLADES Survey results:

the Development Information Infrastructure

and the Caribbean

First Part: Individual (30 minutes)

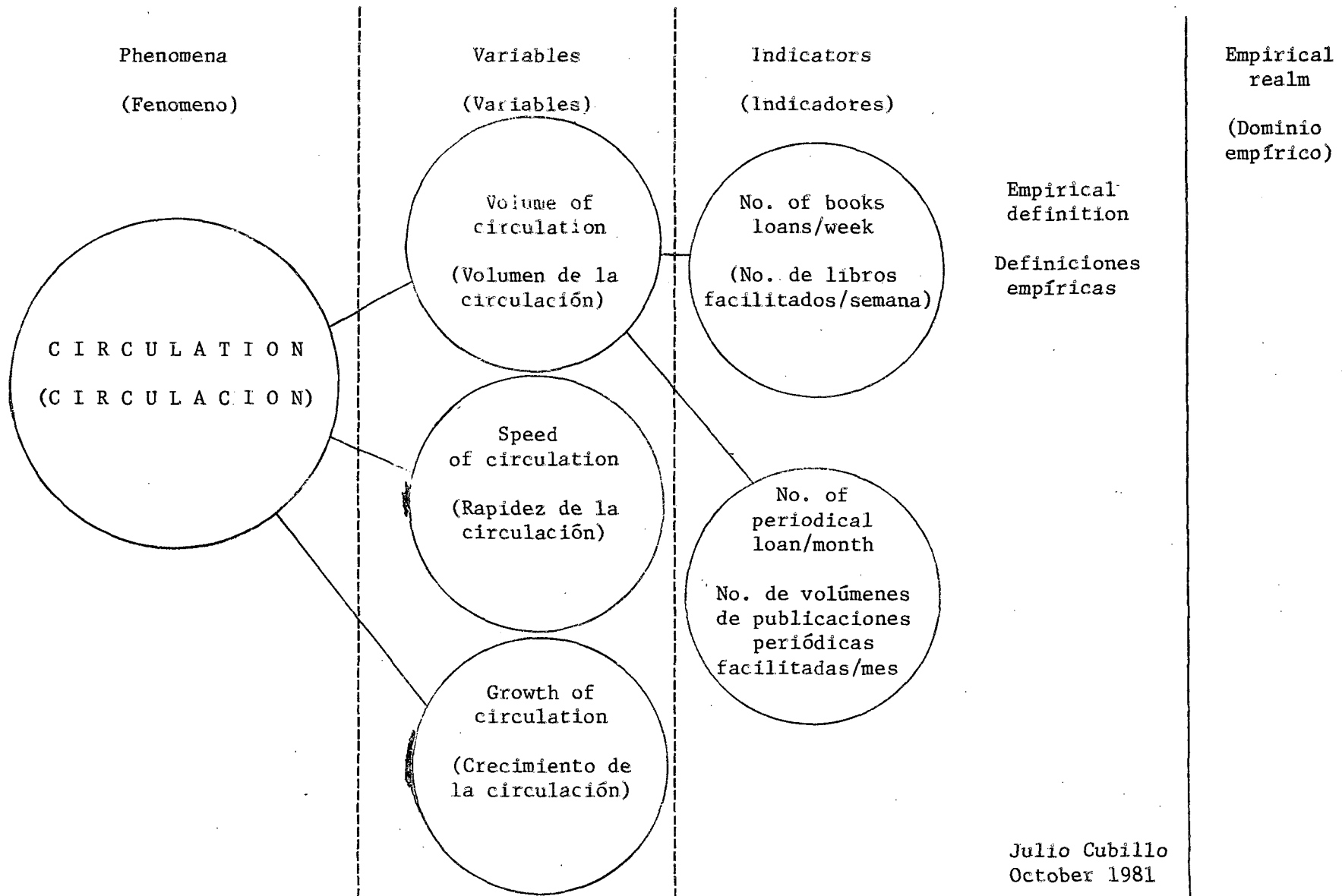
1. Examine the table where variables and indicators of the sub-regional diagnosis are synthesized.
 - (i) Determine the degree of relevance of each variable bearing in mind the situation of your country (look at first row of table and use left section of Annex 1, forms for your reply).

- (ii) Determine the degree with which you agree with the indicators that have been suggested to represent each of the variables (look at second row of table and use central section of Annex 1 forms for your reply).
 - (iii) Determine the degree with which you agree with the minimum threshold defined for each indicator (look at third row of table and use section on the right of Annex 1 forms for your reply).
2. Submit your replies to the Group's Rapporteur.
40. For the collective exercise the Groups examined the data and the diagnostic reports for three countries: Barbados, Jamaica, and Trinidad and Tobago.
41. Second Part: Collective
- 1. What are, according to the group, the most important features of the sample of units surveyed in the country of (use tables of environmental variables and directories).
 - 2. Discuss and interpret the meaning of "hills" and "valleys" of the profile of the information infrastructure of the country of Each participant should join the points of graph 8 corresponding to the country of
 - 3. With the help of the participant who belongs to the country under analysis, the Group is asked to identify 5 indicators which are most likely to have an impact on decision-making and which at the same time adequately reflect the situation of the country with respect to these particular aspects (use profile or statistical tables).
42. In identifying the important features of the results of each country survey, the participants discussed and interpreted the meaning of "hills" and "valleys" of the survey profiles.
43. "Hills" were interpreted by all three groups as areas in which the graphs of the survey findings (Graphs 7 and 8) peaked and the "valleys" as the lowest points recorded on the graphs for each indicator.

SESSION III
INDIVIDUAL EXERCISE

ANNEX 1		Relevance of Variable Represented		Adequacy of Indicator				Adequacy of Threshold			
Name of Indicator	Highly Relevant	Moderately Relevant	Irrelevant	Adequate	Slight Change Suggested	Major Change Suggested	Suggestions	Adequate	Slight Change Suggested	Major Change Suggested	Suggestions
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	
	()	()	()	()	()	()		()	()	()	

S E S S I O N I I I
RELATIONSHIPS BETWEEN VARIABLES AND INDICATORS
(RELACIONES ENTRE VARIABLES E INDICADORES)



Julio Cubillo
 October 1981

44. The Groups used the tables of environmental variables and the directories of development information units to identify important features of the units surveyed.

45. The following features were considered important:

Location The units surveyed were mainly in the capitals.

Note: in some cases the participants considered the definition of "capital" to be too wide.

Parent Bodies The development information units surveyed were mainly in public sector organizations, or international organizations.

Users These were in the main teachers, students and "academics" outweighing planners and policy-makers.

Date of Establishment A significant number of the units surveyed were established between 1960 and 1980.

46. "Hills" and "Valleys" Groups identified various "hills" and "valleys" in the results of the survey data. Some significant ones were:

Valleys

1. Lack of user training
2. Reference collections
3. Lack of reference publications (produced by the libraries to guide the users)
4. Lack of union catalogues
5. Low level of internal organization of these units
6. Dissemination of information
(Note: this was considered to be closely related to techniques for processing information)
7. Low salaries for librarians in development information units.

Hills

1. Availability of qualified personnel
 2. Wages - in some countries by comparison with other professionals
 3. Hours of service
47. Indicators important for decision-making
1. Improved user-training
 2. Preparation and distribution of reference publications
 3. Services to planners and policy-makers, (SDI) services
 4. A knowledge of the financial situation of individual units and the proportions spent on the resources of the information units
 5. Promotion of services
 6. Wages and career prospects
 7. Standards
 8. Form of presentation of data

SESSION IV

Factors to be considered
in the design of policies for development
of information infrastructure in the Caribbean

Presentation

- 3
48. The paper identified characteristics of elements of an information system, and proposed that development of national networks of libraries and information centres could only be effectively achieved if linked simultaneously or subsequently with all the other organizations involved in information and communication.
49. Primary goals, and major policy objectives were identified and possible solutions were proposed to policy questions considered currently important in the development of information infrastructure in the Caribbean.

Exercise/Results

50. As guidelines for the discussion, the Groups considered the following:

1. Using your country study, identify two significant areas in the information system, which you consider to require policy decisions.
2. Determine the general policies which you consider appropriate to the aspect/area identified.
3. Determine the more specific policies and prepare programmes for their implementation.

Areas Requiring
Policy Discussions

General Policies
Considered Appropriate

1. Reference Services
or Dissemination
of Information

- a) The availability of existing information resources to all users
- b) The most effective utilization of this information by all users.

2. Finance for
information
services

Provision of regular budgets to information units. This should be the library's responsibility, quantified where possible.

3. Human
Resources

- a) The availability of appropriately trained personnel in adequate numbers.
 - b) Changing requirements of the information systems should be accommodated in the training programmes.
-

S U L T S

Specific Policies

Remarks

- a) Appropriate funding
- b) Appropriately trained personnel
- c) Development of subject areas in which the collections are weak. (In the units surveyed, science and technology was considered to require development)
- d) Specific standardized methodologies should be employed for processing the collections.

In order to ensure the recognition of the general policies and implementation of the specific policies, an important element of the exercise would have to be a programme of sensitization of policy-makers. This programme would allow the professionals to indicate to policy-makers the benefits of improving these services.

The library's budget should be determined by one, or a combination of the following:

- a) a percentage of the research development allocation of each department
- b) a percentage of the total project funding of each organization
- c) a per capita allocation according to the number of users. This was considered to be particularly applicable to schools where the library's budget is rarely established by a definite formula.

- a) Regular manpower surveys should be employed to provide current information on existing human resources
 - b) Training should be provided in specified areas. Two such areas which were identified as currently important are:
-

Areas Requiring
Policy Decisions

General Policies
Considered Appropriate

4. User education,
user training,
and promotion
of services

Ensuring that the entire user
community is aware and able to
fully utilize the library and
information services provided.

Specific Policies

Remarks

- ... training in managerial skills and
- ... training in the use of new technologies
- c) Recruiting of personnel should be active, with the policy being clearly defined and published
- d) In schools, teacher-librarians should have a more clearly defined status, and with areas of responsibility more clearly demarcated
- e) In the plans for training and development of personnel in the library technician grades, there should be provision for career development and for channels which would allow for professional advancement.

- a) Concentrating education programmes on areas of non-library consciousness
- b) Inclusion of user education programmes in curricula from primary school to college level
- c) The education programmes would include research methodology
- d) A multimedia approach should be employed. This would result in involvement of communication and information media specialists in the production of the programmes.

The programmes would employ posters and tapes as these are now significantly more popular than books and pamphlets.

COUNTRY: _____

SESSION V

Workshop on data-processing techniques

51. First Exercise: (15 minutes)

1. If you were asked to establish a referral data base concerning all the information units existing in your country (use broader concept of information unit) what type of processing would you adopt and why. Take into account the likely utilization of the system, and human and capital resources available in your country.
2. What degree of importance would you assign to the following data elements in order to help in the design of a possible sub-regional referral data base on information units (register a cross below appropriate column).

Data Element	Important	Less Important	Not Important
1. Name of Unit	()	()	()
2. Address	()	()	()
3. Telephone	()	()	()
4. Cable/Telex	()	()	()
5. P.O. Box	()	()	()
6. % of Collection by major subjects	()	()	()
7. Name of Unit's Director	()	()	()
8. Hours for serving the public	()	()	()
9. Services provided to whom	()	()	()
10. Cost of service	()	()	()
11. Total size of collection	()	()	()
12. Description of special valuable collections	()	()	()
13. _____ (add other)	()	()	()
14. _____ (add other)	()	()	()
15. _____ (add other)	()	()	()
16. _____ (add other)	()	()	()

COUNTRY: _____

Second Exercise: (15 minutes)

Suppose you have a small data base composed of 10 information units (cases) and 3 indicators. The indicators are: (i) average monthly salary of information specialists: (ii) type of institution to which the information unit belongs; and (iii) average professional experience of information specialist (years).

(i) What is the size of the data matrix?

(ii) Suppose that the data collected is:

<u>No. of Units</u>	<u>Monthly Salary (\$)</u>	<u>Institution Type</u>	<u>Average Professional Experience</u>
1	500	University	2
2	550	University	4
3	600	Int'l Organization	
4	450	Government	10
5	700	Private Firm	5
6	350	Government	-
7	380	Government	9
8	1,000	Private Firm	6
9	600	University	5
10	610	University	5

(iii) Construct the data matrix assuming the code manual is:

<u>No. of Units</u>	<u>Salaries</u>	<u>Institution</u>	<u>Professional Experience</u>
1	0-450	1 University	1. 0-3
2	451-550	2 Government	2. 4-7
3	551-650	3 Private Firm	3. 8-11
4	651-700	4 Int'l Organization	
5	700 and more		
9	Without information	9 Without Information	9. Without Information

(iv) Construct the frequency distribution tabulation (absolute and relative frequency) for "institution type" indicator.

(v) Establish the relationship between "average salary" and "institution type" and analyse.

COUNTRY: _____

Third Exercise: (15 minutes)

Using the data matrix of the last exercise:

- (i) Construct the frequency of distribution for the "average experience indicator" using uniterm cards.
- (ii) Establish the relationship between institution type and "average experience" using uniterm cards. Analyse results.

SESSION VI

Elements of a Caribbean Data Base of development information units.

Presentation

52. The paper defined a data base as "The fundamental storage of relevant data for the operational and strategic planning and control of an enterprise. It further identified the elements needed and viewed their functions in relation to the monitoring which could be effected, the referral services which could be provided, the evaluative and diagnostic role which the data base could play and co-ordination which could be achieved in development.

SESSION VII

Suggested programming elements for a Caribbean data base of information units and promotion of change in the weak areas of information infrastructure

Presentation

53. The programming elements outlined were in terms of a directory-type file of information units and of specific action to promote change in deficit areas relating to service, resources, management of information units, and the status of library and information personnel.

54. The presentation itemized suggested areas of action which could be undertaken at four levels: the national level; ECLA/CDC; CEPAL/CLADES and other regional and international institutions.

Discussion

55. The issues introduced in Sessions V and VI were combined for discussion purposes and the working groups were asked to consider the following:

1. Is it useful to have a Caribbean Data Base of Information Units and if so, what should be the content of its components and the institutional coverage of the systems?

2. Which mechanism should be responsible for the establishment and co-ordination of those efforts relating to the collection and processing of information for this data base and what are the mechanisms for disseminating the information and where should they be located?
3. Is it useful to establish common tools and methodologies for surveying information units and evaluating the data in the Caribbean and Latin America, and if so which co-operative mechanism should be used to elaborate common tools?

56. The participants recommended that the CDCC be urged to consider and endorse the following:

1. That the Economic Commission for Latin America, as Secretariat to the CDCC, be mandated to establish a Caribbean Data Base of Information Units on behalf of member states;
2. That the countries of the Caribbean sub-region endeavour to survey all their information resources, requesting wherever necessary assistance from ECLA's Caribbean Documentation Centre and CEPAL/CLADES in the exercise;
3. That as a matter of urgency these surveys be included as part of the planning exercise in the development of the national information infrastructure, and
4. That ECLA/CDC should wherever necessary communicate with the relevant national authorities drawing their attention to the importance of the inventory.

SESSION VII

Preparation of work plan

57. As an aid to participants who would be undertaking surveys within their countries, participants were asked to identify tasks which they considered relevant to the organization of a survey, and to estimate the time period which would be required for carrying out these tasks, as well as the human resources likely to be required.

PREPARATION OF WORK PLAN

Identification of tasks

58. A list of activities is provided below. You should state the feasibility of initiating them in:

- (i) the next 6 months;
- (ii) the next 12 months;
- (iii) after 12 months.

Indicate with a mark the appropriate box.

The activities are sometimes complementary or alternative ways to approach a particular aspect. If your institution cannot undertake a given activity or if you are uncertain about your institution's policy in this regard leave the line blank.

A. Organization of survey

	0-6	6-12	After 12 mths.
1. Definition of survey objectives (referral vis-a-vis planning)	()	()	()
2. Organization of meeting to communicate survey purposes	()	()	()
3. Compilation of list of existing libraries, documentation centres	()	()	()
4. Compilation of a list of all information sources (whether organized or not)	()	()	()
5. Preparation of letter to be sent to institutions' authorities to inform and ask their units participation in survey	()	()	()

B. Survey Design

1. Review of existing methodologies	()	()	()
2. Design of questionnaire	()	()	()
3. Undertaking of Pilot Project to test questionnaire	()	()	()

	0-6	6-12	After 12 mths.
4. Reproduction of copies of	()	()	()
5. Training of interviewers	()	()	()
6. Distribution of questionnaires and data collection (Field Work)	()	()	()

C. Information Processing

1. Preparation of Tools for coding (code book, computer sheet)	()	()	()
2. Editing of Data	()	()	()
3. Coding	()	()	()
4. Processing of information	()	()	()
5. Analysis of Information (where applicable)	()	()	()
6. Preparation of Survey outputs	()	()	()

D. Services

1. Distribution and Promotion of survey output	()	()	()
2. Regular operation of information system	()	()	()
3. Updating of information	()	()	()

E. Programming and Control

1. Supervision and monitoring of above-mentioned activities	()	()	()
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59. Design of Work Programme

1. Select the activities that you declared to be feasible to be undertaken in the next 12 months. (See Part I)
2. Register these activities in first column of Table enclosed.
3. Fill in the second column with the type and quantity of output or product you expect to get from each activity after 12 months.

4. Assume that you are going to have at your disposal an adequate number of human resources to carry out the activities. List the man-hours that might be required in the 12-month period. Distinguish type of qualifications and whether these resources are presently available. State whether additional technical assistance will be required. Fill in the headings of the columns with initials of human resources.
5. Allocate the quantity of human resources needed to carry out each activity to pertinent periods of time. Check that the use of available resources is not exceeded in any given period of time.

COUNTRY: _____

W O R K P R O G R A M M E

Name of Activity	Expected output in 1st 12 months	Months 1-2-3	Months 4-5-6	Months 7-8-9	Months 10-11-12
	Total Man/hours Period				

EVALUATION

60. At the end of the last session, participants were requested to complete a questionnaire to help in assessing the usefulness of the workshop.

The questionnaire covered:

1. Their backgrounds
2. Expectations from the workshop
3. Their opinions on the content and clarity of the presentations
4. Their opinions on the organization of the workshop

Completed questionnaires were received from 19 participants.

61. Their Backgrounds

- 18 librarians (8 B.A. Library Studies, 2 F.L.A., 5 A.L.A., 2 M.L.S., 1 Diploma in Library Studies)
- 1 Graduate working as a special librarian

62. Their relevant experience

- One participant had experience in surveying libraries, and others in planning the development of sectoral or national information systems.

63. The participants opinions on the individual sessions were:

A. Role of surveys of information units in the planning of information infrastructure

- | | | |
|------------------------|------------------|-----|
| - Information acquired | very new | 32% |
| | new | 37% |
| | moderately new | 16% |
| | not at all new | 5% |
| | No response | 10% |
| - Clarity | very clear | 43% |
| | clear | 26% |
| | moderately clear | 16% |
| | confused | 5% |
| | No response | 10% |

- Usefulness	very useful	48%
	useful	27%
	moderately useful	5%
	No response	10%
- Time	too much	
	adequate	79%
	too little	5%
	No response	16%
- Document	very good	21%
	good	32%
	satisfactory	37%
	No response	10%

B. Design of Policies for Information Infrastructure Development

- Information acquired	very new	37%
	new	32%
	moderately new	11%
	not at all new	11%
	No response	9%
- Clarity	very clear	58%
	clear	21%
	moderately clear	11%
	No response	10%
- Usefulness	very useful	53%
	useful	32%
	moderately useful	11%
	No response	4%

- Time	adequate	89%
	too little	11%

- Documents	very good	53%
	good	21%
	satisfactory	21%
	No response	5%

C. CLADES Survey Results - Development of Information Infrastructure

- Information acquired	very new	26%
	new	58%
	moderately new	11%
	No response	5%

- Clarity	very clear	48%
	clear	21%
	moderately clear	21%
	No response	10%

- Usefulness	very useful	53%
	useful	37%
	moderately useful	5%
	No response	5%

- Time	adequate	79%
	too little	21%

- Document	very good	48%
	good	21%
	satisfactory	16%
	No response	15%

D. Conceptual design of survey research: indicators

- Information acquired	very new	37%
	new	43%
	moderately new	11%
	No response	9%
- Clarity	very clear	26%
	clear	32%
	moderately clear	26%
	No response	16%
- Usefulness	very useful	48%
	useful	21%
	moderately useful	11%
	No response	20%
- Time	too much	0%
	adequate	63%
	too little	21%
	No response	16%
- Document	very good	32%
	good	37%
	satisfactory	16%
	No response	15%

E. Workshop on data processing techniques manual vs. mechanized
procedures; statistical information analysis vs. non-
statistical textual information analysis

- Information acquired	very new	32%
	new	21%
	moderately new	37%
	No response	11%

- Clarity	very clear	21%
	clear	32%
	moderately clear	26%
	not at all clear	5%
	No response	16%
- Usefulness	very useful	37%
	useful	48%
	moderately useful	5%
	No response	10%
- Time	too much	5%
	adequate	32%
	too little	58%
	No response	5%
- Document	very good	21%
	good	16%
	satisfactory	32%
	unsatisfactory	5%
	No response	26%

F(a)Elements of Caribbean Data Base of Development Information
Units

(b)Working Groups on Elements of Caribbean Data Base and Pro-
gramming of national surveys for implementation

- F a + b	very new	21%
F a + b	new	21%
F a + b	moderately new	37%
F a + b	not at all new	5%
F a + b	No response	16%

-	F a + b	very clear	5%
	F a + b]	clear	43%
	F b]		5%
	F a + b	moderately clear	32%
	F a + b	not at all clear	15%
-	F a + b	very useful	32%
	F a + b]	useful	26%
	F a]		5%
	F a + b]	moderately useful	15%
	F b]		11%
	F a + b	not at all useful	11%
-	F a + b]	too much	11%
	F a]		5%
	F a + b]	adequate	63%
	F b]		5%
	F a]	too little	5%
	F a + b]		11%

64. The organization and structure of the Working Groups was considered to be:

1.	very interesting	79%
	interesting	16%
	No response	5%
2.	highly structured	32%
	moderately structured	53%
	unstructured	5%
	No response	10%
3.	very good	37%
	good	32%
	satisfactory	21%
	No response	10%

4.	adequate time	37%
	too short	53%
	No response	10%
5.	comprehensive	32%
	satisfactory	58%
	No response	10%
6.	fully satisfied	43%
	partially satisfied	37%
	not at all satisfied	5%
	No response	15%

65. Support services were rated:

1.	very good	43%
	good	32%
	satisfactory	11%
	poor	5%
	No response	9%
2. Time	adequate	32%
	too short	63%
3. Hotel accommodation	very good	21%
	good	5%
	satisfactory	43%
	unsatisfactory	11%
	No response	20%
4. Convention Centre	comfortable	79%
	adequate	11%
	No response	10%

LIST OF PARTICIPANTS

<u>COUNTRY</u>	<u>NAME</u>
ANTIGUA	Phyllis Mayers Librarian Public Library
BARBADOS	Edwin Ifill Senior Librarian Public Library Maxine I. Williams Librarian Central Bank of Barbados Michael Gill Campus Librarian U.W.I. Cave Hill Hazelyne Devonish Public Library
BELIZE	Cecile E. Reyes Principal Librarian National Library Service
CUBA	Maria Eugenia Fernandez Informático - Bibliotecario Junta Central de Planificación Maria Elena Reyes Varela Jefe de Departamento de Información Técnica Junta Central de Planificación
DOMINICA	Cornelia Williams Librarian Public Library Service
DOMINICAN REPUBLIC	Veronica A. Regus Encargada Biblioteca Archivo General de la Nación Archivo General de la Nación Margarita Vasallo Directora Centro Documentación Secretariado Técnico de la Presidencia

GRENADA	Christine Emmons Librarian Schools Library Services
GUYANA	Joan Christiani Chief Librarian National Library Negla Ross Librarian State Planning Secretariat Library
JAMAICA	Hannah Francis Technical Information Officer National Planning Agency Mercedes Joseph Librarian/Researcher National Council on Libraries, Archives and Documentation Services Office of the Prime Minister
MONTSERRAT	Beatrice Ruth Allen Librarian Montserrat Public Library
NETHERLANDS ANTILLES	Maria Moo Librarian Public Library
ST. LUCIA	Janet Lynch Forde Librarian Tutor Morne Complex Library
ST. VINCENT	Lorna Small Chief Librarian Public Library
SURINAME	Sam Polanen National Planning Office
TRINIDAD + TOBAGO	Patricia Raymond Librarian Ministry of Finance + Planning

TRINIDAD + TOBAGO
(cont'd

Pearl Springer
Central Library Services

Lynette Hutchinson
Central Library Services

CARICOM

Carol Collins
Chief, Information and Documentation

CDB

Nancy St. John
Librarian

ECLA

Judy James
Indexing Supervisor

PROGRAMME

Monday 19 October

- 8.30 - 9.30 a.m. Registration of Participants
- 9.30 - 10.45 a.m. Inauguration and opening statements - Seminar
Organization
Opening Session:
Introduction to the Workshop
- Chairman: Mrs. B. Carillo, Librarian,
Barbados Public Library
- ECLA Representative: Mrs. Wilma Primus
Project Co-ordinator
Caribbean Information System
- CARICOM Secretariat Representative:
Mrs. Carol Collins, Chief,
Information and Documentation Section
- Address by the Permanent Secretary, Ministry
of Information and Culture - Mr. Chester Thompson
- Vote of thanks - Mrs. Nancy St. John
- 10.45 - 11.00 a.m. BREAK
- 11.00 - 11.45 a.m. Chairperson, Fay Durrant, Library and Information
Training Officer - The Role of surveys of in-
formation units in the planning of information
infrastructures - Lancelot Busby, Statistician,
ECLA (CDCC/MIDIS/81/1)
- 11.45 - 12.30 p.m. Working Groups on Objectives of a national survey

Tuesday 20 October

- 8.30 - 9.30 a.m. Chairperson, Fay Durrant
Summary and conclusions of Working Groups
- 9.30 - 11.00 a.m. Conceptual design of survey research: indicators
- Julio Cubillo, Project Adviser, CLADES
- 11.00 - 11.15 a.m. BREAK
- 11.15 - 12.30 p.m. Explanation of Working Group Procedure
Working Groups on the identification of indicators
and problems of question formulation

Wednesday 21 October

- 8.30 - 9.30 a.m. Chairperson, Fay Durrant
Summary and conclusions of Working Groups
- 9.30 - 11.00 a.m. CLADES' Survey Results: the Development Information
Infrastructure - the Caribbean
- Julio Cubillo (E/CEPAL/CLADES/R.15)
- 11.00 - 11.15 a.m. BREAK
- 11.15 - 12.30 p.m. Working Groups on the Results of the Survey

Thursday 22 October

- 8.30 - 9.30 a.m. Chairperson, Michael Gill, Librarian
U.W.I. Cave Hill, Barbados
Summary and Conclusions of Working Groups
- 9.30 - 11.00 a.m. Design of Policies for Information Infrastructure
Development - Fay Durrant (CDCC/MIDIS/81/2)
- 11.00 - 11.15 a.m. BREAK
- 11.15 - 12.30 p.m. Working Groups on Design of Policies
- 6.30 - 8.30 p.m. Workshop on data processing techniques; manual
vs. mechanized procedures; statistical information
analysis vs. non-statistical (textual) informa-
tion analysis - Julio Cubillo

Friday 23 October

- 8.30 - 9.30 a.m. Chairperson, Carol Collins, Chief, Information and
Documentation Section, CARICOM Secretariat
Summary and Conclusions of Working Groups on
Design of Policies
- 9.30 - 10.30 a.m. Elements of a Caribbean Data Base of development
information units - Marilyn Drayton, Research
Assistant ECLA (CDCC/MIDIS/81/4)
- 10.30 - 10.45 a.m. BREAK

10.45 - 12.30 p.m.	Chairperson, Carol Collins
	Organization of national surveys for implementing a Caribbean Data Base of Information Units - Wilma Primus, Co-ordinator, Caribbean Information System
12.30 - 1.30 p.m.	LUNCH
1.30 - 3.30 p.m.	Working Groups on elements of a Caribbean Data Base and Programming of national surveys for implementing the data base
3.30 - 3.45 p.m.	BREAK
3.45 - 4.30 p.m.	Conclusions of Working Groups
4.30 - 5.30 p.m.	Preparation of Work Plan Evaluation
5.30 - 6.00 p.m.	Closing Ceremony